



District Office: 6578 Santa Teresa Blvd, San Jose, CA 95119

Phone: (408) 227-8300. Fax: (408) 629-7183

CERTIFICATED STIPEND REQUEST FOR TEMPORARILY VACATING OR PACKING AND UNPACKING CLASSROOM

In Preparation for School Modernization, Construction, Maintenance,
and/or Carpet Replacement (FMOT) Project

A. SCHOOL USE ONLY:

School (Select Site): (click to select)	Classroom or Portable No.:		
Employee's Name:	Email:	Phone/Ext.:	
Classroom Needs To Be Vacated by	From Date & Time:	a.m. p.m.	To Date & Time: a.m. p.m.
Type of Stipend: (check one)	<input type="checkbox"/> Temporary Vacating Room* <input type="checkbox"/> Preparation for Carpet Replacement**		

List of Supplies, Books, Materials, Equipment, etc. to be moved out of classroom or pack and unpacked			
Item No.	Item(s) to be Vacated or Packed & Unpacked	Item(s) labeled? (check one)	Item(s) mapped to be returned to previous location? (check one)
1.		<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
2.		<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
3.		<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
4.		<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
5.		<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
6.		<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
7.		<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
8.		<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
9.		<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
10.		<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Employee's Signature:		Date:	
Principal's Approval		Date:	

B. DISTRICT APPROVAL (Complete Section A and send to the District Office, Attn: Mariane Pham)

Budget: xxx-xxxx-x-xxxx-xx-xxxx-xxxx-xxxxxx-xxx		
Amount Approved: \$ _____	_____ Associate Superintendent	_____ Date & Time

*and ** per OGEA Contract, Section 12.5.6 | Report Distribution: Original to Payroll; copy to FMOT and/or IT Department(s)

José L. Manzo, Superintendent
Board of Trustees: Beija Gonzalez | Carla Hernández | Dr. Taunya Jaco | Diego Martinez | Jorge Pacheco Jr.
An Equal Opportunity/Affirmative Action Employer

Our mission . . . “to ensure that every child’s potential is achieved.”